

# Pay Matters

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Compensation Resources for HR Professionals

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## Job Study processes head to agencies

### July 2006 Pay Hearing

First draft job studies are complete and 160 Agency Review Memos are travelling to affected HR offices for the job series scheduled to go to the July 2006 pay hearing. The Department of Civil Service initiated job studies for Radiology Technology, Radiation Therapy, Medical Sonography, Hospital Admit Technicians, Information Technology series and Social Workers. Individual agencies submitted job studies for Information Systems Auditors, Revenue Tax Analysts, Prison Enterprise jobs, State Risk Auditors, State Risk Analysts, State Loss Prevention Officers, State Risk Underwriters, Interpretive Rangers, Interpre-

tive Specialists, LHFA Compliance Specialists, Corrections Transition Specialists, CTP Assistant Administrator & Administrator, Facility Planning and Control Real Estate Leasing jobs, Facility Planning and Control Capital Outlay jobs and Facility Planning and Control Fiscal Analysts. DSCS looks forward to your comments.

### Dec. 2006 Pay Hearing

While July pay hearing 160s are in agency hands, the Compensation staff is looking to the end-of-the-year pay hearing. DSCS is initiating job studies for the Administrative Manager, Administrative Director and Human Resources job series for possible inclusion at the

December 2006 pay hearing.

Within the next two weeks, HR Directors will receive e-mail questionnaires relating to the Administrative and Human Resource series.

For the Administrative Directors, we will ask the HR office to forward a questionnaire to all incumbents. The questionnaire for the HR series should be filled out by the HR Director. Compensation staff will conduct job reviews for a sample of Administrative Manager positions during April and May and for a sample of HR Manager job titles during May and June.

The Compensation staff appreciates your cooperation in improving these series.



## News and Announcements

**Bragging Rights:** Congratulations to Lisa Lusk of our staff for her Honorable Mention Citation at the Charles E. Dunbar, Jr. Career Service Award Program. The Forty-Seventh Annual Dunbar Award Luncheon took place on Tuesday, April 4 at the Royal Sonesta Hotel in New Orleans.

**Helpful Tool:** The Position Description Imaging Project is

in full force. Agencies are welcome to schedule an appointment to conduct file research with imaged SF-3s. A cubicle has been dedicated for agency use. Please call Debbie Landry at 225-342-8083 if you would like to schedule file research.

**Reminders:** Please make note of the deadline dates for submission of Commission meeting items. Dates are found on

the general DSCS Web site under CS Commission, Meeting Schedule. Receiving requests by the deadline allows the Civil Service staff to adequately address all requested items.

When submitting Optional Pay requests, please make sure that you are completing the Optional Pay Questionnaire. This can be found on the HR Info! site under "Compensation."

## Operating Pay Mechanisms: *Part 2 of a Series*

Next on the menu of methods for keeping state employees' paychecks in line with what other potential employers might offer them is **6.5(g)**. Below is a condensed 6.5(g) "operation manual."

### 6.5g What is it?

6.5g is a pay mechanism used to secure an employee with extraordinary or superior qualifications/credentials above and beyond the minimum qualifications. It allows agencies to hire at a rate above the minimum. The superior qualifications/credentials must be verified and documented as job related. For any title, agencies may use 6.5(g) to hire at any rate up to the third quartile.

The creation and posting of a 6.5(g) agency policy is required before using the rule; however it is not necessary that Civil Service approve the policy. The department does ask each agency to send copies of all 6.5(g) policies and updates to 6.5(g) policies to the Compensation division.

### Using 6.5(g):

1. Draft a policy and post it in a place accessible to all employees. A flexible policy is encouraged. Example wording: "Agency A" may hire an individual up to the third quartile of any job if the prospective employee holds qualifications which exceed the Minimum Qualifications listed on the Civil Service job specification .
2. When an applicant with extraordinary qualifications is chosen to fill a position first



verify the extraordinary qualifications/credentials by obtaining the appropriate documentation or by contacting previous employers or other pertinent individuals.

3. Analyze the pay of related positions. Look into the agency-wide effects of granting 6.5(g) . Will it cause cases of compression? It is possible (but not required) to adjust the pay of existing employees with equal extraordinary qualifications/ certifications *in the exact same title and Career Progression Group level as the 6.5(g) hire* only.
4. Based on the above research, make decisions on using 6.5(g)

for the new hire and for any existing employees who qualify for a pay adjustment.

5. Ensure that planned actions do not violate agency policy.

6. For all employees receiving either entry pay above the minimum or pay adjustments under 6.5(g) , include in the employee's personnel file supporting documents or records of correspondence and an explanation of the relationship of the extraordinary qualification or certification to the respective job.

7. In ISIS-HR, you will use 6.5(g) as the reason for the hiring rate.

Note: It is not necessary to post the names of employees hired under or receiving a pay adjustment via 6.5(g) .

6.5(g) is another powerful tool for competing with the private sector. See the sidebar below for additional tips.

### Before turning the key on 6.5g, remember ...

- ⇒ It can be used for new hires only. It is unethical to encourage or condone a situation where employees resign in order to be rehired using 6.5g. Civil Service cannot recommend this practice.
- ⇒ Think about agency-wide compression issues and weigh your options.
- ⇒ The Percent Difference Formula should be used to determine the maximum adjustment allowed for an existing employee. Percent Difference Formula =  $\frac{\text{New Rate} - \text{Old Rate}}{\text{Old Rate}} \times 100$ ; however the Compensation Division urges caution in implementing the full percent difference when it is unusually large. It is best to keep it below 20 percent to avoid compression issues.